



VENDOR GUIDE

DOING BUSINESS WITH THE CITY OF SUGAR LAND

Purchasing Office
Sugar Land City Hall
2700 Town Center Boulevard North
Sugar Land, Texas 77479
Email: purchasing@sugarlandtx.gov



www.sugarlandtx.gov

WELCOME PROSPECTIVE VENDOR!

The City of Sugar Land welcomes the opportunity to do business with interested vendors. The City's Purchasing Office is interested in fostering participation by all qualified business persons offering commodities and services that may be used by the City. The Purchasing Office is responsible for making the most economical acquisitions of quality materials and services to assure efficient operation of City government.

The City must abide by legislative regulations and internal procedures. The City operates under a decentralized system. City departments are responsible for their own purchases, but Purchasing provides oversight to ensure compliance with state law and internal procedures.

Vendor Registration

Prospective vendors may provide information about their company, products and services to the City by completing the Vendor Introductory Submission Form:

forms.office.com/g/WEgiYnXqUg

Bid notices in excess of \$50,000 are posted and updated on the City's website at **www.sugarlandtx.gov/purchasing/bidopportunities.asp**.

To view or respond to a solicitation, you must be registered with Public Purchase: **www.publicpurchase.com/gems/register/vendor/register**

PURCHASES OF \$50,000 AND UNDER

Email or Fax Quotes

City departments will request informal quotes for purchases less than \$3,000.

Formal Quotes

Formal quotes are sought for commodities and services that cost between \$3,000 and \$50,000 annually. Two Fort Bend County Historically Underutilized Businesses are sought in the process. Faxed, e-mailed, mailed and catalog quotes are accepted as formal quotes.

Historically Underutilized Businesses (HUBs)

The City is required to seek the participation of minority-owned and women-owned businesses for purchases of \$3,000 and over. The State of Texas Centralized Master Bidders List is used as a resource. To find out how your business may qualify, visit

www.window.state.tx.us/procurement/prog/hub/hub-certification.

PURCHASES OVER \$50,000

Formal Bids

The City's formal bid process is required when annual purchases of a commodity or service exceed \$50,000.

Specifications, Plans and Bid Forms

Legal notices of upcoming bids indicate whether a bid package is available from the City Secretary's Office or a third-party consultant, such as an architect or engineer.

Bid Opening

The formal opening of an invitation to bid (ITB), request for proposals (RFP) or request for qualifications (RFQ) is held immediately after the specified bid due date and time. Bidders are encouraged to attend in order to hear the reading of key information. Bid invitations give the date, time and location of openings (often on Thursdays at 11am, on the first floor of Sugar Land City Hall). Only proposers' names are read for RFQ submittals and most RFPs.

Responsiveness

ITBs, RFPs and RFQs that are received after the advertised time of opening, fail to provide all bid documents and/or have incomplete documents will be deemed non-responsive.

NO BID Response

The City appreciates the return of bid forms marked "No Bid" with the specific reason(s) for not bidding. This helps the City address any concerns or issues for future bids.

Contract Award

After review of submitted ITBs or the necessary evaluation of RFPs or RFQs, Purchasing works with the department requesting the contract to recommend action to City Council. Council makes the final decision requesting the award of the contract.

Bid Tabulation

Bid results are not given by phone. All information is posted promptly to the Purchasing website (<https://www.sugarlandtx.gov/2316/Bid-Tabs>) after the scheduled opening.

Purchase Orders

Purchase orders are the primary purchase method for the City of Sugar Land.

Procurement Cards (P-Cards)

The City of Sugar Land p-card program is designed to improve efficiency in processing low dollar purchases under \$3,000 from any vendor that accepts MasterCard. Each individual p-card is issued to a named individual employee and the City of Sugar Land is clearly shown on the card.

Terms and Conditions

The City of Sugar Land's Terms and Conditions for purchase orders can be found on the City website at www.sugarlandtx.gov/DocumentCenter/View/682.

Vendor Payments

The City of Sugar Land encourages payment by Electronic Funds Transfer.

ONLINE AUCTIONS

The City of Sugar Land is required to auction off all of its surplus and salvage equipment. To participate in a Sugar Land auction, please register your information with Public Surplus at www.publicsurplus.com.

SALES TAX

Exemption

The City of Sugar Land is exempt from sales tax. Bids, quotes and invoices to the City are to be provided exclusive of sales tax. A tax exemption form will be provided to each vendor with the first order placed.

CONTACT INFO

The Purchasing Office is open Monday through Friday, 8am – 5pm, excluding City holidays. You can contact the Purchasing staff by email at purchasing@sugarlandtx.gov.

This Vendor Guide is available on the City of Sugar Land website:
www.sugarlandtx.gov

The Vendor Guide is intended to inform, but cannot address every situation. The City of Sugar Land Charter and Code of Ordinances take precedence over all information contained in this guide. The procedures described may change at any time.